



City of Freeport
REGULAR COUNCIL MEETING
6:30 p.m./Council Chambers/Freeport City Hall
January 25, 2018 Minutes

I. Meeting Opened

The January 25, 2018 Regular Council Meeting was called to order at 6:30 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilman Eddie Farris, Councilwoman Amanda Green, and Councilman William “Boots” McCormick

Council Members Absent: Councilwoman Elizabeth Brannon, Councilwoman Kasey Cuchens

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, Parks Director Charles Simmons, Planning Director Latilda Hughes-Neel, Planning Technician Elizabeth McCombs, City Engineer William Menadier.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests: None

IV. Public Comment on Consent Agenda: None

V. Approval of Consent Agenda

1. Bills Paid
2. January 9, 2018 Regular Council Meeting Minutes

Council Action: Councilman Farris made a motion to approve the Consent Agenda as presented. Councilman McCormick seconded the motion. All ayes, (Farris, Green, McCormick); motion carried

VI. Consideration of Additions/Deletions to Agenda

Additions:

- Clerk – EFI Co-Op Agreement
- Planning – Marina Village Partial Re-Plat
- Planning – Approval for Storm Water Technical Standards update to LDC
- Planning – Update Landscaping portion of LDC

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In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk’s office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

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- Planning – Recreation Board Appointment
- Planning – Economic Development Update Report
- Parks – Crosswalk at Sports Complex
- Parks – Oil Dump at City Hall
- Parks - Recycle Bin at the Sports Complex
- Parks – Waiver of Fees Contracts for Little League
- Parks - Field 4 & 5 Adjustments

~~Deletions:~~ None

VII. Approval of Agenda with Additions/~~Deletions~~

Council Action: Councilwoman Green made a motion to approve the Agenda with specified Additions and ~~Deletions~~ as presented. Councilman Farris seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

VIII. Staff Reports

A. City Clerk Matters

1. Personnel Policies & Procedures Manual

Council Action: Councilman Farris made a motion to approve the draft Personnel Policies & Procedures Manual as presented. Councilman McCormick seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

2. RFP 2017-04 HR Consulting - References/Referrals

- Clerk Podraza presented the responses to the reference inquiries for the Human Resources Consultant submissions for RFP 2017-04, as directed by Council at the January 9, 2018 meeting.

Council Action: Councilman Farris made a motion to award RFP 2017-04 to Quest Management Consultants. Councilman McCormick seconded the motion. Two (2) ayes, (Farris & McCormick), One (1) Nay, (Green); motion carried.

3. New Employment Application Format

Council Action: Councilman McCormick made a motion to approve the new Employment Application format. Councilman Farris seconded the motion. All ayes, (Farris, Green,

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McCormick); motion carried.

4. MCCi/Laserfiche Cloud Solution Agreement

Council Action: Councilman Farris made a motion to approve the MCCi/Laserfiche Cloud Solutions Document Management System agreement for a total of \$14,860.00. Councilman McCormick seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

5. EFI Cooperative Marketing & Communications Program Partnership Agreement

- Clerk Podraza presented the \$5,000.00 EFI Cooperative Marketing & Communications Grant Agreement awarded to the City of Freeport. Council approved Podraza to apply for the grant at the January 9, 2018 Council Meeting. The City will need to provide a 10% match for a total amount of \$500.00.

Council Action: Councilman Farris made a motion to approve the EFI Cooperative Marketing and Communications Grant Program Partnership Agreement with matching funds of \$500.00. Councilman McCormick seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

B. Finance Department: None

C. Parks Dept.

1. A Night at The Park

- Parks Director Charles Simmons presented the City of Freeport Flyer for “A Night at the Park”. This will be a free event to the Public on February 16, 2018 at the Freeport Regional Sports Complex. The event will begin around sunset and will include a bonfire, music, bouncy house, hayride, hamburgers & hotdogs, smores, coffee and hot chocolate. Parks Director Simmons requests approval for the event and asked that Council come out and volunteer during the festivities. The fire permit has been obtained from Walton County for the fire.

Council Action: Councilman McCormick made a motion to approve “A Night at the Park” on February 16, 2018 at the Freeport Regional Sports Complex. Councilman Farris seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

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2. Crosswalk at the Sports Complex

- Parks Director Simmons presented a drawing and requested approval to put a crosswalk & install speed bumps between the football field and the tennis and basketball quart restrooms which is across the parking lot. This will ensure the safety of the children crossing the parking lot to use the facilities. Fencing will be installed to channel everyone to the crosswalk.

Council Action: Councilwoman Green made a motion to approve Parks Director Simmons to proceed with the plans for a crosswalk and speedbumps at the Sports Complex. Councilman McCormick seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

3. Oil Dump on City Hall Property

- Parks Director Simmons requested Council permission to drain and dismantle the oil dump located on City Hall Property. The auto parts store in Freeport will accept old oil so there is no need for the City to have the dump. People are leaving their empty containers and spilling oil around the site.

Council Action: Councilman Farris made a motion to approve the Parks Director to proceed with draining and dismantling the oil dump behind City Hall and dispose of it. Councilman McCormick seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

4. Recycle Bin at the Sports Complex

- Parks Director Simmons requested that the recycling dumpster be relocated from the Sports Complex. It is continually full, and the debris is overflowing and blowing all over the park. Council discussion ensued and directed Staff to inquire from the Hammock Bay HOA if there is another area where the bin can be relocated.

5. Little League Waiver of Fees Contracts

- Parks Director Simmons requested approval for the coming year Little League baseball and football season.

Council Action: Councilman Farris made a motion to waive the fees for the Little League baseball and football for the coming year. Councilwoman Green seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

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6. Fields 4 & 5 Adjustments

- Parks Director Simmons presented a drawing of the Sports Complex Ball fields and requested approval to adjust fields 4 & 5. The grassed in-fields will be changed to clay fields. This will provide three (3) skinned fields to provide adult softball and baseball traveling team tournaments. The mounds can be relocated to be utilized by T-Ball.

Council Action: Councilman Farris made a motion to approve Parks Director Simmons recommendation to convert fields 4 & 5 at the Freeport Regional Sports Complex from grass infields to clay. Councilman McCormick seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

D. Planning & Zoning Dept.

1. Marina Village Partial Re-Plat

- Planner Hughes-Neel presented the Marina Village Partial Re-Plat drawing. Attorney Clay Adkinson requested the Council table the Re-Plat for a valid title opinion by Legal.

Council Action: Councilwoman Green made a motion to table the Marina Village Partial Re-Plat until the next Regular Council Meeting. Councilman McCormick seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

2. Approval to update the Technical Standards to include a Storm Water Manual in the LDC

- Planner Hughes-Neel requested approval for the Planning Department and the City Engineers to update the Technical Standards Manual of the LDC to include a Storm Water Systems Manual.

Council Action: Councilman Farris made a motion to approve Dewberry Preble-Rish, to assist the Planning Department with adding minimum standards for Storm Water Management Regulations to the Technical Standards Manual in the Land Development Code, at the current hourly rates, not to exceed a total of \$1,000.00 for the project. Councilwoman Green seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

3. Update & Clarify the Landscaping portion of the LDC

- Planner Hughes-Neel requested approval to update the landscaping portion of the Land Development Code.

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Council Action: Councilman Farris made a motion to approve Planner Hughes-Neel to update the landscaping portion of the Land Development Code. Councilwoman Green seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

4. Recreation Board Appointment

Council Action: Councilwoman Green made a motion to approve Jeffrey Weller as her appointment for the City of Freeport Recreation Board. Councilman Farris seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

5. Economic Development Update Report

- Planner Hughes-Neel presented the 2017 Economic Development Update Report.
 - A total of 17 new businesses have registered with the City of Freeport creating a total of 224 new jobs.
 - 10 New Developments
 - 6 New Developments coming soon

E. Legal Matters

- City Attorney Clay Atkinson updated the Council on the following:
 - Brandon Oaks agreement with Walton County Board of County Commissioners
 - The City Street Maintenance agreement with Walton County
 - Marina Village No-Wake Zone.

F. Engineering

1. The Engineering Update Report was presented by City Engineer William Menadier on the following projects:
 - 331 Water Main Project
 - 331 Water Planning Study
 - Business 331 Sidewalks – Safe Routes to School Project
 - WWTP Permit Received
 - Preliminary Engineering Report
 - Welcome Signs
 - Blueberry Road
 - Splash Pad
 - Recreation Trails Grant

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2. Hazard Mitigation Grant Program (HMGP)

- City Engineer Cliff Knauer met with the Local Mitigation Strategy Committee on behalf of the City of Freeport regarding the provision of water, electric and sewer in an emergency. The HMGP Grant, if approved, will provide funding to purchase the equipment that would be needed to supply the City with water and sewer in the event of an emergency.

Council Action: Councilman Farris made a motion to approve Dewberry Preble-Rish to move forward with applying for the Hazard Mitigation Grant. Councilman McCormick seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

G. Water Dept.: None

H. Sewer Dept.: None

IX. Old Business

1. Waterview Cove Entrance Street Lights

- Clerk Podraza presented email correspondence from Chelco regarding the request for the City of Freeport to assume the cost for two lights at the front of Waterview Cove. Waterview Cove does not currently have an HOA to assume the cost. Council discussion ensued.

Council Action: Councilwoman Green made a motion to deny the request from Chelco to pay for the cost of the street lights at the entrance of Waterview Cove. Councilman Farris seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

2. North Street Traffic Issue Email

- Clerk Podraza presented an email from a citizen regarding concerns of travelers speeding over the limit on North Street. City Attorney Adkinson advised that a speed calming device would be something the Council could consider but enforcement would be up to the Sheriff's Office.

Council Action: Councilman Farris made a motion for the City Engineers to meet with the County for recommendations to the City for traffic calming solutions on North Street. Councilman McCormick seconded the motion. All ayes, (Farris, Green, McCormick); motion carried.

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X. New Business: None

XI. Public Comment

Tim Ard approached the podium and updated the Council on the Veterans Memorial. He informed the Council that two Purple Heart Veterans Parking Signs were gifted to the City on Veterans Day by the Purple Heart Organization of Okaloosa County and they are located at City Hall and of the Community Center parking lots.

Over \$5,000.00 of the \$40,000.00 has been raised towards the last phase of the Memorial which is the *Walk of War Memorial*. Rob Wilcox of Hammock Bay offered to host a golf tournament being held on April 21st at Windswept Dunes to raise funds for this project. So far, there has been a great response and it appears the tournament could max out at 36 teams by the end of February.

A grant application is 90% complete to submit to St. Joe Foundation for more funding.

Tim Ard also informed the Council that on January 27th, there will be a parade and ceremonies in honor of POW Lt. Ewart Theodore Sconiers whose body will be returning home to DeFuniak Springs to be buried in his family plot after seventy-five years.

A brick has been ordered from the City of Freeport and will be presented to the family.

XII. Adjournment

Mayor Barley adjourned the meeting at 7:51 p.m.

FREEPORT CITY COUNCIL

Mayor

ATTEST

City Clerk

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